

## **FINANCIAL STATEMENT REPORTING REQUIREMENTS**

**2860**

(February 2016)

CAL FIRE's Departmental Accounting Office (DAO) requires that all Programs and Units report their state-owned property in a State Asset Report at the end of each fiscal year.

[http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam\\_master/rev428/chap8600/8660.pdf](http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8660.pdf)

- The BSO/SPC will send out notifications when the report will be due.
- The SPC will compile all the reports from the different CAL FIRE offices and submit them to DAO.
- DAO will submit the report to the State Controller's Office for proper accounting.

## **STATE ASSET REPORT**

**2860.1**

(February 2016)

Each CAL FIRE office is required to submit a list of its state-owned property that has been either purchased or disposed of during the current fiscal year. The asset report should include state property with an acquisition amount of \$5,000 or more per item.

Purchased assets are recorded at cost, which includes the purchase price plus all incidental costs incurred to put the asset into place and ready for its intended use. Do not include any maintenance costs when the purchase was made. The report should not include federal funded property, loaned property, or non-state property.

The report shall include the previous fiscal year balance along with current fiscal year purchases and disposals of property. The previous fiscal year balance is applied to the current fiscal year total in every asset report submitted for each fiscal year.

The BSO/SPC will send out a notice requesting the information approximately two months before the end of the fiscal year. The reporting office, Program, or Unit should provide the following information in the asset report: Description of Property, Decal or Serial Number, (estimated) Disposed Property Amount, and the Newly Purchased Amount.

The asset report must include:

1. Tangible and intangible equipment that costs \$5,000 or more per item. Examples include, but are not limited to:
  - a. Office Equipment; e.g. copiers, servers, routers, plotters
  - b. Furniture; e.g. modular furniture
  - c. Machinery; e.g. appliances, communication, woodworking machines
  - d. Tools; e.g. power tools, testing instruments
  - e. Software; e.g. software license, patents, leases, copyrights, electronic data
2. Disposed (surveyed) state property that costs \$5,000 or more per item. Include (or estimate) what the property cost at the time of purchase.
3. Newly acquired state property shall be included that was purchased during the current fiscal reporting year and cost \$5,000 or more per item. Include the cost of the newly acquired property even though you may not receive the property until after the current fiscal year. (Refer to your purchasing documents.)
4. If no state property was acquired or disposed of during the current fiscal year, then a confirmation from the Program or Unit stating that fact (e.g., No Change) must be submitted to the SPC for reporting purposes.

The reporting office must forward its State Asset Report to the SPC who will submit to the DAO. The reporting office shall retain a copy of the report for future reference and accountability.

## **ACCOUNTING FOR CAPITAL ASSETS**

**2860.2**

(February 2016)

Property equal to or above \$5,000 (capital assets) purchased using appropriation from one governmental fund will be recorded in the Capital Assets Group of Accounts as having been purchased from this fund. Property (capital assets) purchased using appropriation from more than one government fund will be recorded in the Capital Assets Group of Accounts as having been purchased from such funds corresponding to the proportionate amount appropriated. CALFIRE will document on an annual basis the changes in its Capital Assets Group of Accounts.

The documentation will include the following information:

1. Description of capital assets purchased within the year, including the make, model and serial number, CAL FIRE property tag or decal number, purchase amount, and fund description and PCA through which the asset was purchased; split code the charges as appropriate;

2. Description of capital assets surveyed within the year (disposed of through a CALFIRE-152) or transferred to another agency (transferred through a DGS STD. 158), including the make, model and serial number, CAL FIRE property tag or decal number, and original acquisition or purchase amount.

The documentation will be verified by Managers and Supervisors of each Program, Office or Unit and submitted at the end of fiscal year as a State Asset Report Worksheet. The report is consolidated by the SPC.

BSO transmits the consolidated Annual State Asset Report to DAO for documentation of capitalized asset changes. Refer to State Asset Report (Sec. 2860.1).

[http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam\\_master/rev428/chap8600/8622.pdf](http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8622.pdf)

[http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam\\_master/rev428/chap7400/7463.pdf](http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap7400/7463.pdf)

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